

CANDIDATE FORMS & DISCLOSURE REPORTS

LOCAL FILER EDITION



Georgia Government Transparency & Campaign Finance Commission

Declaration of Intention to Accept Campaign Contributions (Form DOI)

Reference: O.C.G.A. § 21-5-30(g)

- Must be filed **BEFORE** accepting or expending campaign funds.
 - A candidate's personal funds expended for their campaign, except for the payment of their qualifying fee, are considered campaign contributions.
- A new form is required if there is a break in office or if expending or accepting contributions for a different office.
- There are two versions of this form, one for state-level filers and one for local (county and municipal) level filers.
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Registration Form for a Candidate Campaign Committee (Form RC)

Reference: O.C.G.A. §§ 21-5-3(2); 21-5-30(b)

- This form is **OPTIONAL**.
- This form registers a candidate's campaign committee.
- A committee is required if a candidate designates someone to file reports, accept money, or expend money on behalf of the campaign.
- A Chairperson and Treasurer are required to form a committee; however, they can be the same person and can be the candidate. If either position is vacant, the committee **CANNOT** accept contributions.
- The committee registration stays in effect until the registration is canceled by the committee or the candidate.
- **ALL** filers file this form **ELECTRONICALLY** with the Commission.

Choosing the Option of Separate Accounting (Form COOSA)

Reference: O.C.G.A. §§ 21-5-43(a)(2); 21-5-30(c)

- Allows candidates to accept campaign contributions for multiple elections, at the same time, within an election cycle.
- Candidate must designate what election the contribution is for on the applicable CCDR.
- Contributions received for a future election cannot be expended until the current election has occurred.
- If a candidate does not qualify or participate in a future election in an election cycle, the contributions received for the future election must be returned to contributors pro-rata.
- **ALL** filers file this form **ELECTRONICALLY** with the Commission.

Electronic Filing Access Code Application (Pin App)

- This document is **NO LONGER** required.

Campaign Contribution Disclosure Report (CCDR)

Reference: O.C.G.A. § 21-5-34

- A CCDR is a report filed by a candidate or campaign committee that discloses all contributions received and expenditures made during a reporting period.
- Six reports are due in an election year and two reports are due in a non-election year. The filing schedule is located on our website at here <https://ethics.ga.gov/wp-content/uploads/2021/03/Filing-Schedule-for-Local-Filers-2.15.2021.pdf>.

- A \$125 late fee is assessed when a report is filed late. However, there is a five-day grace period that does not include weekends or holidays.
- Local candidates may be exempt from filing CCDR's if they file an Affidavit of Exemption and meet certain criteria.
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Final Report & Termination Statement (FRTS)

Reference: O.C.G.A. § 21-5-34(m)

- The FRTS is a statement submitted with the campaign's final CCDR.
 - Filed by all campaigns within 10 days of the dissolution of a candidate's campaign if they do not qualify for office.
 - Filed by December 31st if the candidate qualifies for office and is unsuccessful.
- The form must identify the termination date as well as the person responsible for maintaining campaign records as required by the Act.
- **To qualify to file an FRTS, the filer must have a zero net balance, zero debt, and not be seeking or holding the office.**
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Personal Financial Disclosure Statement (PFDS)

Reference: O.C.G.A. § 21-5-50

- A PFDS is a statement filed an elected official in which the filer discloses information about financial activity for the preceding calendar year.
 - **Please Note:** Local filers, who are not currently elected officials, are not required to file a PFDS.
- A statement must be filed each year, even if the information does not change.
- Due within 15 days of qualifying during an election year and between January 1st – July 1st during a non-election year.
- No grace period for the PFDS and a \$125 late fee is assessed when a statement is filed after the due date.
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Two Business Day Report (TBDR)

Reference: O.C.G.A. § 21-5-34(c)(2)(C)

- A TBDR is a report used to report individual contributions (including loans) of \$1,000.00 or more received between the date of the last CCDR due prior to the date the election for which the candidate has qualified and the date of such election.
- These contributions must be reported within two business days of receipt.
- This contribution must also be reported on the next scheduled CCDR.
- No grace period for the TBDR and a \$125 late fee is assessed when a statement is filed after the due date.
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.